
Centers for Disease Control and Prevention
Centers for Public Health Preparedness (CPHP) Program

2004-2005 CPHP Exemplar Group Charter
Environmental Health Preparedness

PURPOSE

The purpose of the Centers for Public Health Preparedness (CPHP) Environmental Health Preparedness Exemplar Group is to:

- Develop a resource document (toolkit) for the public health workforce, specifically state, local, and federal environmental health practitioners, to address environmental health preparedness issues. This document will identify the existing CPHP training modules and materials used to reduce environmental risks that affect people's health and well-being.
- Identify any gaps or inconsistencies in the materials or trainings, which are needed by environmental health practitioners to enhance their competencies in the practice of environmental health. Examples of environmental issues include safe food and water, clean air, and healthy homes, schools, and workplaces. Examples of practice issues include risk communication, data collection and analysis, working with communities, and program planning and evaluation.
- Advance a long-term vision for a toolkit that includes information from all environmental agencies and groups (beyond CPHP sites) that have trainings and materials relating to environmental health preparedness and to align training needs with the Department of Homeland Security's National Preparedness Goals.

MEMBERSHIP

General Membership

The membership of the Environmental Health and Preparedness Exemplar Group is comprised of subject matter experts and other designated representatives the CPHP network, CDC and ASPH. These members are responsible for disseminating information from workgroup session to others within their Centers and include:

Clifford Mitchell	Johns Hopkins University	cmitchel@jhsph.edu
Diane E. Zerbe	Johns Hopkins University	dzerbe@jhsph.edu
Lisa McCormick	University of Alabama-Birmingham	lcrafft@uab.edu
Matt Bruskotter	University of Findlay	bruskotter@findlay.edu
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Craig Hedberg	University of Minnesota	hedbe005@umn.edu
Carl Osaki	University of Washington	csosaki@aol.com
Matt Arduino	Subject Matter Expert, CDC	mja4@cdc.gov
Mark Miller	Subject Matter Expert, CDC	MDMiller@cdc.gov
Beth Rada	Coordinator, ASPH	brada@asph.org

Leadership

As determined by the membership of the exemplar group, the following members will serve as the primary points of contact and leadership for the exemplar group.

- Craig Hedberg University of Minnesota
- Carl Osaki University of Washington

The exemplar group leadership members will be responsible for finalizing the group's charter, and other core activities necessary to keep the group on task and deadline. The leadership will act as the primary point of contact for the CDC Subject Matter Expert Liaisons and ASPH Coordinator.

STANDARD OPERATING PROCEDURES

Communications

- Meetings/conference calls will be biweekly, every other Monday from 3:00PM – 4:00 PM EST. The ASPH coordinator will be responsible for distributing conference call information and materials. The conference call schedule is as follows:

- February 14
- February 28 (leaders meeting)
- March 21
- April 4
- April 18
- May 2

The exemplar group members may meet in person May 9-10, 2005 in Seattle, Washington.

- The exemplar group leadership may meet more frequently via conference call based on project needs. ASPH will be responsible for supporting the calls.
- ASPH will support Intranet and workgroup functions to facilitate the sharing of written communication among group members. Group members will be responsible for posting materials to the exemplar group site at www.asph.org/acphp/only.cfm.

Agenda

Exemplar group meetings will be executed according to a pre-established agenda set by the exemplar group leadership and ASPH program coordinator.

Voting

The exemplar group will work toward developing a consensus on the workplan and the contents of the toolkit. Where consensus cannot be achieved the group will vote to resolve any differences of opinions. The ASPH program coordinator will facilitate voting.

KEY ACTIVITIES

Assessing Network Resources

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- Identify all education informational resources related to Environmental Health within the CPHP network-Ohio, Tulane, University of Alabama, Berkeley, UCLA, Michigan, Minnesota, Oklahoma, University of Illinois, Albany, Texas A&M, Johns Hopkins, Findlay, UNC, U of Pittsburgh, George Washington, and Iowa. Identify materials that are currently catalogued in the ASPH resource directory and query institutions to identify materials not currently inventoried.
 - Conduct a broad search for resources not limiting it just to CPHP as a follow-up project for FY 2006. This will allow for an assessment of the types of courses being developed at state and local levels for environmental health practitioners. The demand for training drives what courses get developed. Some states have conducted training needs assessments that are driving the demand for training and course work.
 - Conduct specific skill set searches in main areas of environmental health. The list could include but is not limited to: food and water security, exposures to hazardous chemicals, building environments, radiation, vectors, biologic and infectious wastes.

Proposal for Toolkit

- Develop an assessment matrix, including the key areas of environmental health and the specific skills (competencies addressed by the training materials) needed within those areas to include technical skills, management skills and process skills.
 - Gaps in the matrix will indicate areas of training needs.
 - Skills training assessments will include areas or levels that are above what is normally thought for the person to do the job. In other words what additional training is needed for professional to respond to terrorism and emergency events involving food, water, air, etc.
- Where gaps or inconsistencies in knowledge or educational materials are identified, include how they may be addressed in the toolkit summary, and how may lead to subsequent group activity.
 - Develop a strategy to conduct additional assessments if needed.
 - Develop national strategy to address fulfilling identified training needs. Who will fund it? Who will develop the training? How will it be given? What are the important target groups & public health students, environmental health practitioners?
- Develop a framework by which training materials developed outside CPHP can be evaluated using the CPHP tool kit.

Timeline

The matrix of EH topical areas and competencies (skills) should be drafted within the next month and finalized within the next month.

Filling the matrix with identified courses and materials should be initiated within the next 2 months.

The proposed timeline for completing the key activities and developing the proposed toolkit is as follows:

Exemplar Group Activity	Planned Due Date
Finalize Charter/Workplan	March 21, 2005
Identify all CPHP-related materials in the ASPH Resource Center and CDC query	March 21
Query all institutions that currently have resources not included in the inventories.	April 4
Conduct specific skill set searches in main areas of environmental health	April 4
Finalize the matrix of EH topical areas and competencies	May 2
Collect all necessary data on environmental health and preparedness under review for toolkit	May 2
In-person meeting: Seattle, Washington	May 9-10
Initiate filling the matrix with identified courses and materials	May 9-10
Address gap assessment and training needs assessment for the toolkit summary	Discuss May 9-10
Compile comments and review 1 st draft of toolkit	June 13
Finalize toolkit	July 11